

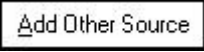
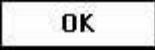
7.5.2.2.3 Source of Funds

This process is used to determine the source of funds from participants to the project.

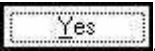
The screenshot shows the 'Mortgage Credit - Settlement Requirements' window with the 'Source of Funds' tab selected. At the top, there are input fields for 'Project Name' (containing 'JST-mn-220 new construction (A) (MAP)') and 'Proj/FHA Number'. Below these is a 'Project Address' field containing '2400 S. Main Street Topeka, KS 66622-2222'. A row of four tabs is visible: 'Cash Investment', 'Cash Requirement', 'Source of Funds' (which is active), and 'Recommendation'. The main area contains two tables. The first table has columns 'Source Alias' and 'Funds Available', with one row for 'Source A' showing '\$1,000,000' and a 'Total' row also showing '\$1,000,000'. The second table has columns 'Other Fund Name' and 'Other Fund Amount', with one row for 'cash' showing '\$1,000,000'. At the bottom left is an 'Add Other Source' button. At the bottom right, it says 'Total Available Cash: \$2,000,000 (A)'. 'OK' and 'Cancel' buttons are at the very bottom.

Figure 7-84. Settlement Requirements Window - Source of Funds Tab

To add an Other Source:

1. From the **Settlement Requirements** window, click on the Source of Funds tab (Figure 7-84).
2. Click on , and a blank line displays.
3. Enter *Other Fund Name*, and *Other Fund Amount*.
4. Click on  to close the window and you return to the **Project Analysis** window.
5. Save your work.

To delete an Other Source:

1. From the **Settlement Requirements** window, click on the Source of Funds tab.
2. Select the Source you want to delete.
3. Click the right mouse button, and the edit menu displays.
4. Select the delete option and the Confirm Delete message asks if you are sure you want to delete the item.
5. Click on , and you return to the Source of Funds tab.
6. Save your work.

7.5.2.2.4 Recommendation

This process determines the default recommendation of the project. In the event that the *Total Available Cash* is less than the *Total Estimated Cash Requirement* or if the 2530 status for a participant is Unapproved the recommendation will default to Rejected. Conversely, if *Total Available Cash* is greater than *Total Estimated Cash Requirement*, and the 2530 status for each participant is approved, the recommendation will default to Approved (Figure 7-85).

The screenshot shows a software window titled "Mortgage Credit - Settlement Requirements". At the top, there are input fields for "Project Name" (containing "JAT-mm-220 new construction IA (MAP)") and "Proj/FHA Number:" (empty). Below these is a "Project Address" field containing "2400 S. Main Street Topeka, KS 62522-2222". A tabbed interface at the top has four tabs: "Cash Investment", "Cash Requirement", "Source of Funds", and "Recommendation" (which is selected and highlighted). The main area is divided into two sections. The left section contains four rows of data: "Total Available Cash:" with a value of "\$2,800,000 (A)", "Total Estimated Cash Required:" with a value of "\$1,222,483 (13)", "Difference:" with a value of "\$1,577,517 (C) = (A-13)", and "Total Front Money Escrow:" with a value of "\$77,260". Below this data is a "Recommendation:" section with two radio buttons: "Approved" (which is selected) and "Rejected". The right section is titled "Examiner Options" and contains three buttons: "Special Conditions", "Comments", and "Credit and Financial Narrative". Below these is another section titled "Special Conditions" with three buttons: "Avg/E", "Cost", and "Valuation". At the bottom of the window are "OK" and "Cancel" buttons.

Figure 7-85. Settlement Requirements Window - Recommendation Tab

To enter Special Conditions:

This process allows the Mortgage Credit Examiner to enter *Special Conditions* placed on the recommendation. Special Conditions are printed on Form HUD-92264-A in section IV: Recommendation, Requirements and Remarks and on the Commitment Letter.

1. From the **Settlement Requirements** window, click on the Recommendation tab.
2. Click on , and the **Recommendation - Conditions** window (Figure 7-86) displays.
3. Enter *Special Conditions*.
4. Click on , and you return to Recommendation tab.
5. Save your work.

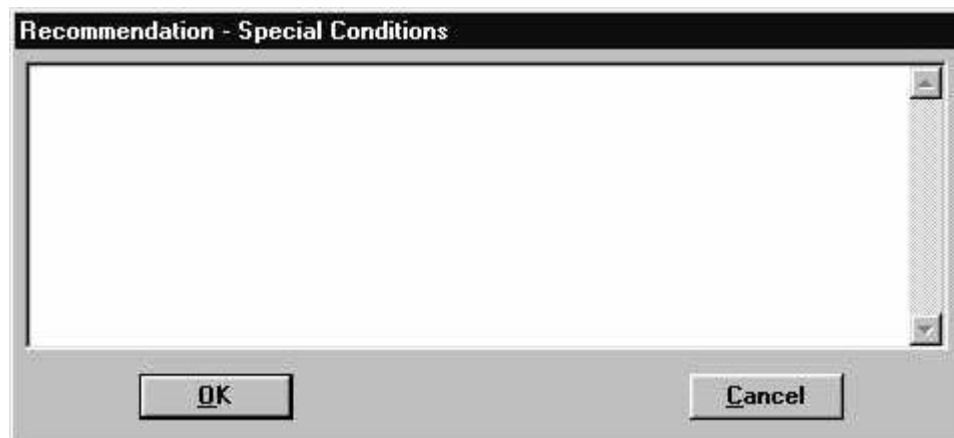

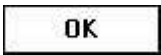


Figure 7-86. Recommendation - Conditions Window

To enter Recommendation - Comments:

This process allows the Mortgage Credit Examiner to capture additional comments which will not be printed on the Form HUD-92264-A document.

1. From the **Settlement Requirements** window, click on the Recommendation tab.
2. Click on , and the **Recommendation - Comments** window (Figure 7-87) displays.
3. Enter *Comments*.
4. Click on , and you return to the Recommendation tab.
5. Save your work.

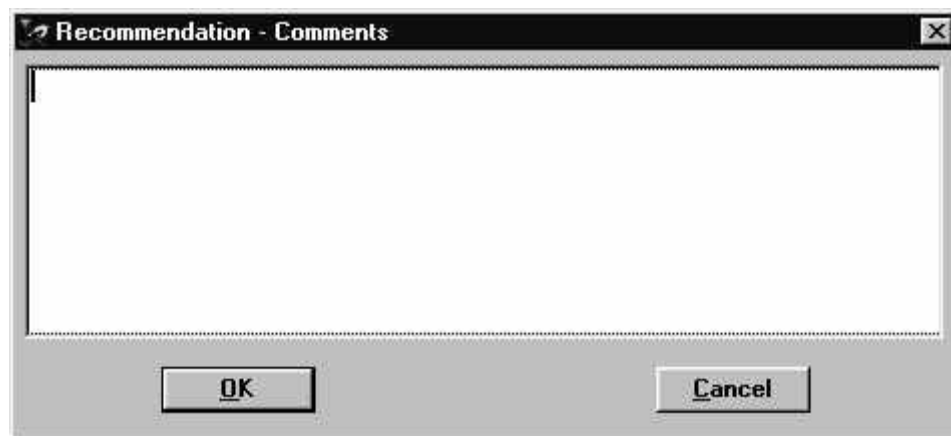


Figure 7-87. Recommendation - Comments Window

To enter Credit and Financial Narratives:

The Credit and Financial Narrative option is used as an executive summary to the application upon submission. It is a general overview of the credit worthiness of the principles of the project. The Credit and Financial Narrative entered in this window will display on the 92264-A.


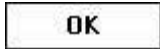
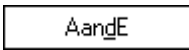

1. From the **Settlement Requirements** window, click on the Recommendation tab.
2. Click on , and the **Credit and Financial Narrative** window (Figure 7-88) displays.
3. Enter *Comments*.
4. Click on  and you return to the Recommendation tab.
5. Save your work.



Figure 7-88. Credit and Financial Narrative Window

To view A&E Special Conditions:

The A&E Special Conditions in this window will display on the 92264-A.

1. From the **Settlement Requirements** window, click on the Recommendation tab.
2. Click on , and the **A & E Special Conditions** window (Figured 7-89) displays.
3. Click on , and you return to the Recommendation tab.
4. Save your work.

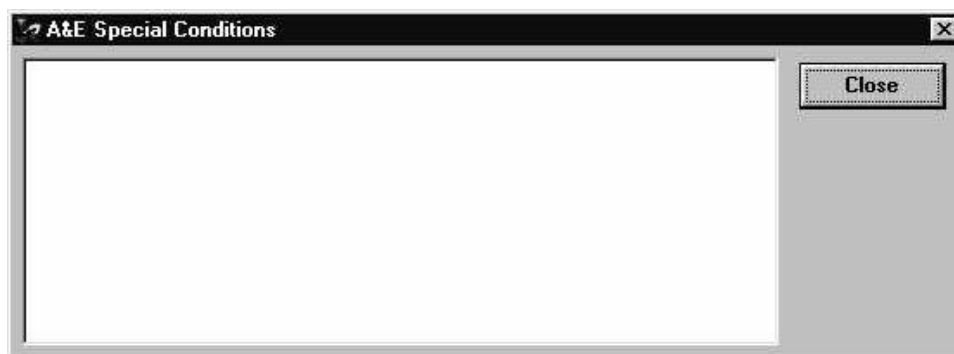
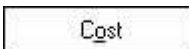
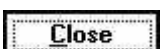


Figure 7-89. A&E Special Conditions Window

To view Cost Special Conditions:

The Cost Special Conditions in this window will display on the 92264-A.

1. From the **Settlement Requirements** window, click on the Recommendation tab.
2. Click on , and the **Cost Special Conditions** window (Figure 7-90) displays.
3. Click on , and you return to the Recommendation tab.
4. Save your work.

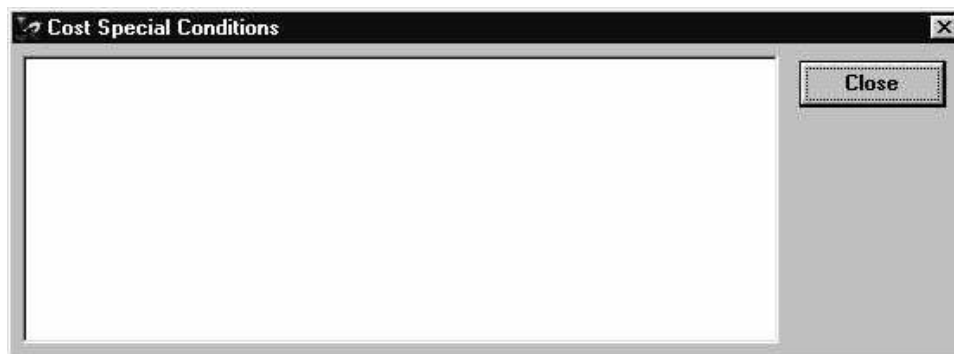
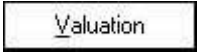
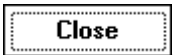


Figure 7-90. Cost Special Conditions Window

To view Valuation Special Conditions:

The Valuation Special Conditions in this window will display on the 92264-A.

1. From the **Settlement Requirements** window, click on the Recommendation tab.
2. Click on , and the **Valuations Special Conditions** window (Figure 7-91) displays.
3. Click on , and you return to the Recommendation tab.
4. Save your work.

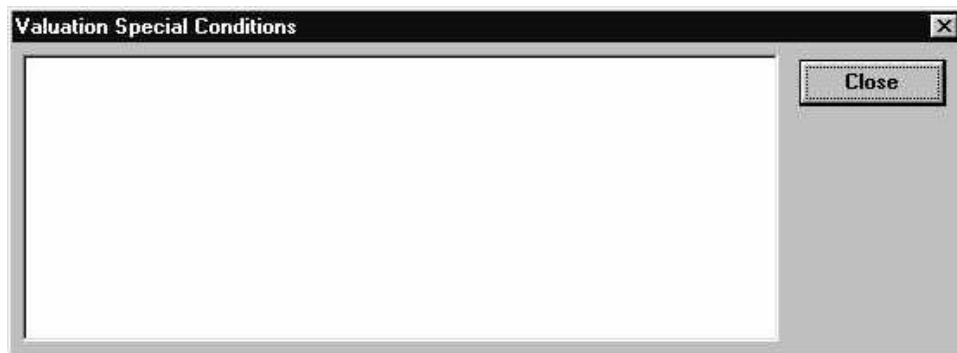


Figure 7-91. Valuations Special Conditions Window

7.5.3 Underwriting Summary Tab

This process establishes the necessary requirements for preparing the Underwriting Summary. It is divided into six sections: Commitment recommended as follows, Payment Provisions, Assurance of Completion, Subject to Requirements as follows; Anticipated Operating Deficit; and B181 Architect's Agreement.

To enter Assurance of Completion information:

1. From the **Project Analysis** window, select the Underwriting Summary tab (Figure 7-92 through Figure 7-94).
2. Enter the Assurance of Completion data:
 - *Payment Bond*;
 - *Performance Bond*;
 - *Payment and Performance Bond*; and
 - *Cash Assurance*.
3. Save your work.

The screenshot shows the 'Project Analysis' window with the 'Underwriting Summary' tab selected. The window contains the following fields and values:

- Project Name:** JAT-mm-220 new construction A (MAP)
- Project Address:** 2400 S. Main Street Topeka, KS 62522-2222
- Commitment recommended as follows:**
 - Section of the Act:** 220 (1)
 - MM:** \$10,473,000 (2)
 - Permanent Interest Rate:** 7.80 (%) (3)
 - Construction Interest Rate:** 7.80 (%) (3)
 - First Payment is due in the first day of:** 19 months after date of mortgage (4)
- Payment Provisions:**
 - Number of Payments:** 480
 - Monthly Mortgage Payment:** \$72,035.21 (4c)
 - Maturity Date:** 38 years, 11 months after first payment to principle (6)
- Assurance of Completion:**
 - Payment Bond:** [Empty]
 - Performance Bond:** [Empty]
 - Payment And Performance Bond:** \$8,943,780
 - Cash Assurance:** [Empty]
 - Total:** \$8,943,780 (7)

Figure 7-92. Project Analysis Window - Underwriting Summary Tab (1 of 3)

Note: When completing the Assurance of Completion, remember the following valid combinations:
Payment Bond and/or Performance Bond; or
Payment And Performance Bond; or
Cash Assurance.

The screenshot shows the 'Project Analysis' window with the 'Underwriting Summary' tab selected. The window contains the following fields and values:

Field	Value	Label
Project Name	JAT-mm-220 new construction IA (MAP)	
Project Address	2400 S. Main Street Topeka, KS 67222-2222	
Proj/FHA Number		
Total	\$8,943,780	(7)
Subject to Requirements as follows:		
Cost of equipping and Renting, etc. (Working Capital)	\$208,480	(8a)
Total Development Cost	\$11,682,453	(8b)
Escrow deposit for Offsite Requirement	\$0	(8c)
Anticipated Operating Deficit:		
Estrow \$	\$907,430	for 8 months
Reserve for Replacements	\$3,512	per month (10)
FHA Inspection Fee	\$52,365	(11)
Commitment Term	60	days (12)
Commitment Fee	\$2,694,800	(14)
Commitment Expiration Date		(13)

Figure 7-93. Project Analysis Window - Underwriting Summary Tab (2 of 3)

To enter Anticipated Operating Deficit information:

1. From the **Project Analysis** window, select the Underwriting Summary tab.
2. Enter *Commitment Term*, if the project is Insured Advances.
3. Enter *Commitment Expiration Date*, if the project is Insurance Upon Completion.
4. Save your work.

To edit Anticipated Operating Deficit information:

1. From the **Project Analysis** window, select the Underwriting Summary tab.
2. Enter the new data.
3. Save your work.

The screenshot shows the 'Project Analysis' window with the 'Underwriting Summary' tab selected. The window has a menu bar (File, Edit, Tools, Window, Help) and a toolbar. The main area contains several input fields and sections:

- Project Information:**
 - Project Name: JAT-mm-226 new construction IA (MAP)
 - Proj/FHA Number: (empty)
 - Project Address: 2400 S. Main Street Topeka, KS 62522-2222
- Project Summary / Underwriting Summary:**
 - Total Development Cost: \$11,982,452 (99)
 - Escrow deposit for Offsite Requirement: \$0 (04)
 - Anticipated Operating Deficit:**
 - Escrow \$ 997,430 for 8 months
 - Reserve for Replacements: \$3,512 per month (10)
 - FHA Inspection Fee: \$52,365 (11)
 - Commitment Term: 80 days (12)
 - Commitment Fee: \$2,534,800 (14)
 - Commitment Expiration Date: (empty) (13)
 - B101 Architect's Agreement:**
 - Architect's Declared Cash Design Fee: \$295,000
 - Architect's Declared Cash Supervisory Fee: \$25,000

The status bar at the bottom shows 'Ready' and the date/time '5-8-01 14:48:00'.

Figure 7-94. Project Analysis Window - Underwriting Summary Tab (3 of 3)

To enter B181 Architect's Agreement information:

1. From the **Project Analysis** window, select the Underwriting Summary tab.
2. Enter *Architect's Declared Cash Design Fee*.
3. Enter *Architect's Cash Supervisory Fee*.
4. Save your work.

To enter B181 Architect's Agreement information:

1. From the **Project Analysis** window, select the Underwriting Summary tab.
2. Enter the new data.
3. Save your work.

7.5.4 Cost Certification Tab

This process allows the Mortgage Credit Examiner to prepare the Cost Certification for 223f programs only.

To enter Cost Certification information:

1. From the **Project Analysis** window, select the Cost Certification tab (Figure 7-95).
2. Enter the data:
 - *Cost Certification Date*;
 - *2205A* data;
 - *Document Cost*;
 - *Allowed* amounts; and
 - *Disallowed* amounts.
3. Save your work.

Development Application Processing

File Edit Tools Window Help

Project Analysis

Project Name: dec-223frefinance Proj/FHA Number:

Project Address: Corner of Hillside Rd / Red Oak Lane Red Oak, KY 40988-4898

Project Summary Underwriting Summary **Cost Certification**

Cost Certification Date:

	2205A	Documented Cost	2264A Accounts	Allowed	Disallowed
Total Existing Indebtedness					
Repairs			\$825,350		
FHA Fees			\$7,271		
Lender's Fees			\$0		
Title/Recording Fee			\$1,200		
Legal Fee			\$1,350		
Organizational Fee			\$500		

Comments:

Ready 5/10/01 16:09:39

Figure 7-95. Project Analysis Window - Cost Certification Tab

To edit Cost Certification information:

1. From the **Project Analysis** window, select the Cost Certification tab.
2. Enter the new data:
3. Save your work.

To enter Comments:


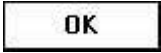
1. From the **Project Analysis** window, select the Cost Certification tab.
2. Click on  and the **Section 223(f) Cost Certification - Comments** window (Figure 7-96) displays.
3. Enter *Comments*.
4. Click on .
5. Save your work.



Figure 7-96. Section 223(f) Cost Certification - Comments Window

7.5.5 Closing the Assignment

Assignments are closed when

- the analysis is complete; or
- an administrative close is necessary.

Complete Analysis Close

An assignment is closed when the Mortgage Credit analysis is finished, the *Complete* date is entered and saved on the Assignment tab. All Mortgage Credit data becomes view-only. If you need to add or change information in the completed assignment, a new assignment must be made from the Tracking subsystem. Contact your supervisor or team leader.

To enter a Complete Date:

1. From the **Mortgage Credit Main Menu** window, click on the Assignment tab (Figure 7-97).
2. Enter a *Complete Date*.
3. Save your work.

The screenshot shows a software window titled "Development Application Processing" with a menu bar (File, Tools, Window, Help) and a toolbar. Below this is a sub-window titled "Mortgage Credit Main Menu". At the top of this sub-window are two text fields: "Project Name: UAT-mm-220 new construction IA (MAP)" and "Proj/FHA Number:". Below these is a "Project Address:" field containing "2400 S. Main Street Topeka, KS 66622-2222". There are three tabs: "General", "Assignment" (which is selected), and "Valuation Assignment". The "Assignment" tab contains several fields: "Reason:" with a dropdown menu showing "Processing Changes", "Discipline:" with a dropdown menu showing "Mortgage Credit", "Field Office:" (empty), "Version #:" with a value of "8", a "Notes..." button, and a "Dates" section with "Assigned:" (04/10/2001), "Start:" (04/10/2001), "Target:" (00/00/0000), and "Complete:" (04/10/2001). Below the dates is a "Responsible Staff Member" section with a "Staff Name:" field containing "Robinson, Cusoe" and an "Official:" checkbox. The status bar at the bottom left says "Ready" and the bottom right shows the date and time "05-01-14:49:43".

Figure 7-97. Mortgage Credit Main Menu - Assignment Tab

Administrative Close

There are several reasons for an administrative close (Figure 7-98). These include, but are not limited to, the following:

- re-assignment of workload;
- interest rate change; and
- changes in an A&E and/or Cost processing discipline (e.g., change in number of units in A&E).

You must notify the Tracking analyst for an administrative close. The analyst closes the assignment and then creates a new one. The supervisor or team leader determines which Mortgage Credit analyst is assigned. The new assignment only contains data entered in the Tracking subsystem. It does not contain the information you entered in the previous assignment. You may copy all of the data from any single previous assignment to the new assignment. See Section 7.5.6, Copying from Previous Mortgage Credit Assignment.

The screenshot shows a software window titled "Development Application Processing" with a menu bar (File, Tools, Window, Help) and a toolbar. Below is the "Mortgage Credit Main Menu" with three tabs: General, Assignment (selected), and Valuation Assignment. The Assignment tab contains the following fields:

- Project Name: UAT-mm-220 new construction IA (MAP)
- Project Address: 2400 S. Main Street Topeka, KS 66622-1222
- ProjectFHA Number: (empty)
- Reason: New Processing (dropdown)
- Discipline: Mortgage Credit (dropdown)
- Field Office: (empty)
- Version #: 1
- Notes: (empty text area)
- Dates section:
 - Assigned: 09/19/2000
 - Start: 09/19/2000
 - Target: 00/00/0000
 - Complete: 09/20/2000
 - Admin. Close: (checkbox)
- Responsible Staff Member:
 - Staff Name: Robinson, Cusoe
 - Official: (checkbox)

The status bar at the bottom left says "Ready" and the bottom right shows the date and time "5-10-01 12:33:23".

Figure 7-98. Mortgage Credit Main Menu - Assignment Tab - Administrative Close

Official Flag Indicator


When all the analyses are complete and you have successfully closed the assignment (entered a complete date on the Assignment tab), you may then designate the official version. There can only be one official flag for each phase of a project. The Valuation analyst sets the official flags for the A&E and Cost subsystems through the process of linking the subsystems. Once Valuation designates the version as Official, all linked subsystems automatically are considered official. The Mortgage Credit Examiner sets the Official flag for Mortgage Credit only (Figure 7-99). If at any point you wish to change the Mortgage Credit version marked as Official, only the person assigned to that version may make this change on this assignment.

The screenshot shows a software window titled "Development Application Processing" with a menu bar (File, Tools, Window, Help) and a toolbar. Below is a sub-window titled "Mortgage Credit Main Menu". It contains fields for "Project Name" (UAT-mm-220 new construction IA - IMAP) and "Project Address" (2400 S. Main Street Topeka, KS 66622-2222). There are three tabs: "General", "Assignment", and "Valuation Assignment", with "Assignment" currently selected. The "Assignment" tab contains a "Reason" dropdown set to "Processing Changes", a "Discipline" dropdown set to "Mortgage Credit", a "Field Office" field, and a "Version #." field set to "7". Below these is a "Notes..." field containing "build x25...". A "Dates" section includes "Assigned:" (11/17/2000), "Start:" (11/17/2000), "Target:" (00/00/0000), and "Complete:" (03/26/2001). At the bottom, the "Responsible Staff Member" section shows "Staff Name:" (Robinson, Crusoe) and an "Official:" checkbox which is checked. The status bar at the bottom left says "Ready" and the bottom right shows the date and time "5-10-01 12:34:58".

Figure 7-99. Mortgage Credit Main Menu - Assignment Tab - Official Flag Indicator

To set the official flag indicator:

If no previous versions of Mortgage Credit assignments had been flagged as official, the check box will become inactive and designate the A&E, Cost, and Valuation analyses linked to this version as official. The Valuation assignment must be the official version for successful designation.

1. From the **Mortgage Credit Main Menu** window, select the Assignment Tab.
2. Click in the Official Flag check box to designate the Mortgage Credit analysis as the official version and a validation message will display (Figure 7-100).
3. Click on  and a check mark will display in the Official box indicating acceptance of the official designation.
4. Save your work.

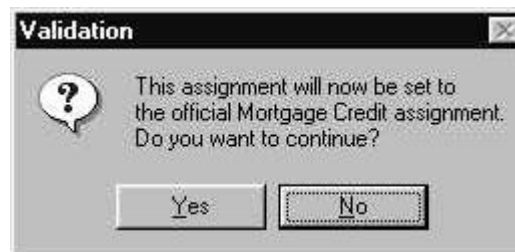


Figure 7-100. Validation Message

To change the Official flag designation:

If a previous version of Mortgage Credit had been flagged as Official, the following validation message will display. The version number is determined by the currently flagged assignment.

1. From the **Mortgage Credit Main Menu** window, select the Assignment Tab.
2. Click in the Official Flag check box to designate the Mortgage Credit analysis as the official version.
3. Save your work and a validation message will display (Figure 7-101).
4. Click on to designate a new assignment as Official. This will now set the Official flag for all assignments linked to this version.

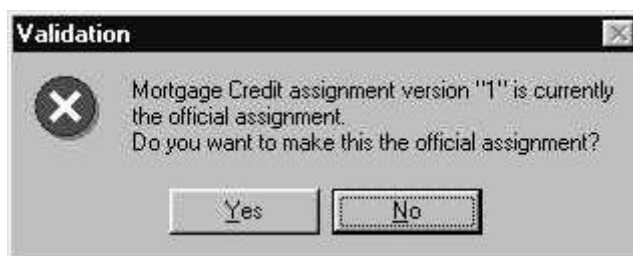


Figure 7-101. Validation Message

To de-select the Official flag designation:

1. From the **Mortgage Credit Main Menu** window, select the Assignment Tab.
2. Click in the Official Flag check box to de-select the Mortgage Credit analysis as the official version. The box check mark will no longer be in the Official box.
3. Save your work and a validation message will display (Figure 7-102).
4. Click on and the Official box will be disabled.



Figure 7-102. Validation Message

7.5.6 Copying from Previous Mortgage Credit Assignment

DAP provides you the ability to copy data from a closed assignment. For more information about closed assignments, see Section 7.5.5, Closing the Assignment.

The **Copy Analysis** menu option (Figure 7-103) saves you from reentering the data. You then add, edit, and delete the information that needs changing.

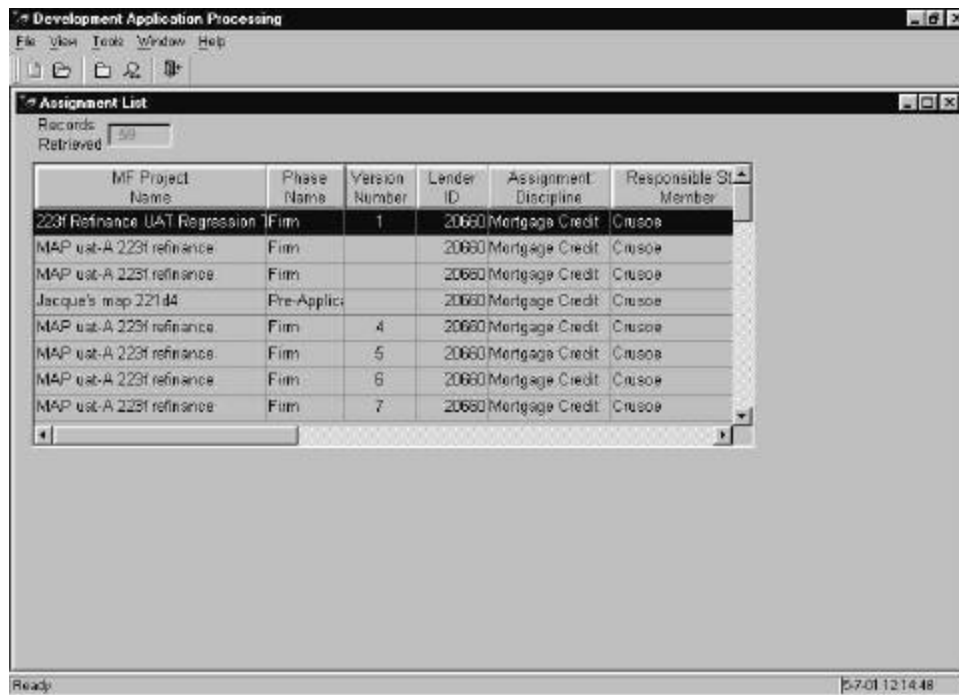


Figure 7-103. Copy Mortgage Credit Menu Option

All information is copied from the selected closed Mortgage Credit assignment to the new assignment, including the Tracking notes. Any data entered into the newly created assignment prior to copying is overwritten. The closed assignment's *Start* and *Complete* dates are the only data not copied into the new assignment. You enter current dates in these fields when you begin and finish the new analysis.

To copy a previous Mortgage Credit analysis:

1. Search the database, and the **Assignment List** window displays all versions of the assignment for the project (Figure 7-104 through Figure 7-106).



MF Project Name	Phase Name	Version Number	Lender ID	Assignment Discipline	Responsible Staff Member
2231 Refinance UAT Regression Firm	Firm	1	20660	Mortgage Credit	Crisoe
MAP ust-A 2231 refinance	Firm		20660	Mortgage Credit	Crisoe
MAP ust-A 2231 refinance	Firm		20660	Mortgage Credit	Crisoe
Jacque's map 221d4	Pre-Applica		20660	Mortgage Credit	Crisoe
MAP ust-A 2231 refinance	Firm	4	20660	Mortgage Credit	Crisoe
MAP ust-A 2231 refinance	Firm	5	20660	Mortgage Credit	Crisoe
MAP ust-A 2231 refinance	Firm	6	20660	Mortgage Credit	Crisoe
MAP ust-A 2231 refinance	Firm	7	20660	Mortgage Credit	Crisoe

Figure 7-104. Assignment List Window - By Project Number (1 of 3)

Development Application Processing

File View Tools Window Help

Assignment List

Records Retrieved: 59

Responsible Staff Member	Assigned Date	Complete Date	Target Date	Assign Id	Admin. Close	Official Indicator
Crusoe	09/08/2000	10/02/2000		500104	Yes	
Crusoe	09/11/2000	09/13/2000	09/15/2000	500100	Yes	Y
Crusoe	09/12/2000			500106		
Crusoe	09/13/2000	09/20/2000		500131		Y
Crusoe	09/18/2000	09/20/2000		500133		Y
Crusoe	09/19/2000	09/20/2000		500140	Yes	
Crusoe	09/20/2000	09/22/2000		500155		Y
Crusoe	09/22/2000	10/02/2000		500166	Yes	

Ready 5-7-01 12:15:26

Figure 7-105. Assignment List Window - By Project Number (2 of 3)

Development Application Processing

File View Tools Window Help

Assignment List

Records Retrieved: 59

Assign Id	Official Indicator	Assignment Comments
	Y	
	Y	
	Y	
	Y	re-processing due to change in Mortgage Amount and Interest Rate

Ready 5-7-01 12:15:40

Figure 7-106. Assignment List Window - By Project Number (3 of 3)

2. Select the most current (open) version of the Mortgage Credit assignment from the **Assignment List** window, and the **Mortgage Credit Main Menu** window displays.
3. From the **File** menu, select **Copy Analysis** and the **Copy Previous Mortgage Credit Assignment** window (Figure 7-107) displays all closed assignments.

The Copy Analysis menu option becomes active after the Tracking analyst makes a new assignment for the project.



Figure 7-107. Copy Previous Mortgage Credit Assignment Window

4. Select the analysis you want to copy.
5. Click on , and a dialog box will display (Figure 7-108) prompting you to continue.



Figure 7-108. Informational Window

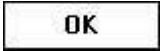
6. Click on , and once the assignment has been successfully copied, the **Copy Assignment Function** window (Figure 7-109) will display.



Figure 7-109. Copy Assignment Function Informational Window

If the assignment is not copied successfully, warning messages (Figure 7-110 through Figure 7-112) will display explaining why the process was not completed.



Figure 7-110. Warning Message Dialog Box

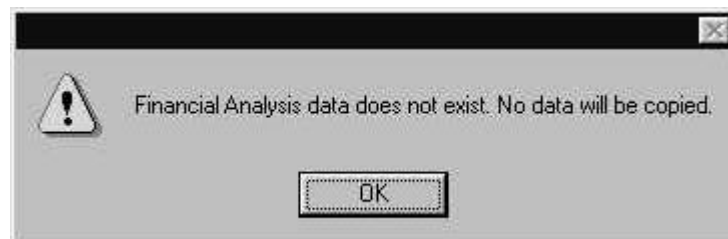


Figure 7-111. Warning Message Dialog Box

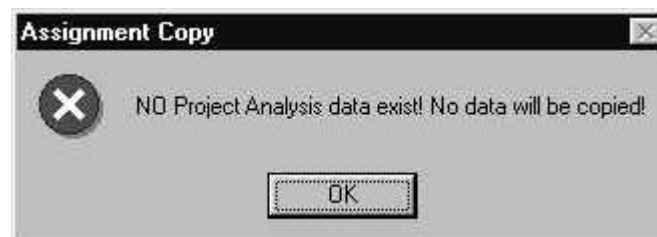


Figure 7-112. Warning Message Dialog Box

If the assignment is not copied successfully, a warning messages (Figure 7-113) will display indicating such.



Figure 7-113. Assignment Copy Information Box

7.6 Mortgage Credit Reports

The **Reports List** window (Figure 7-114) displays after clicking on the reports icon from the DAP Toolbar on the **Project Analysis** window. The Reports function allows you to preview and print several forms and worksheets associated with the mortgage credit process. You can view, print, and save reports. For detailed information, see Chapter 8, Reports.

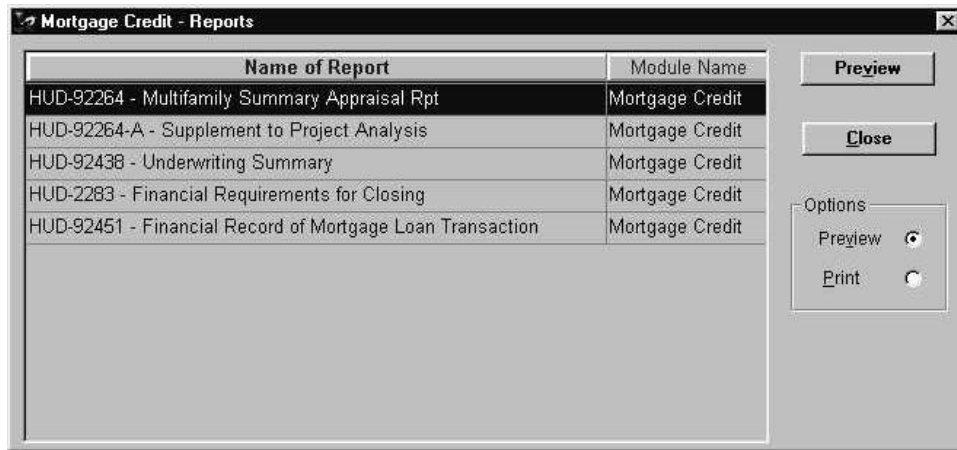
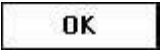


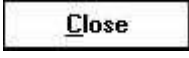
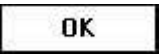


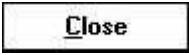


Figure 7-114. Reports List Window

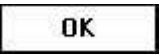



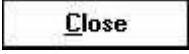
To preview a report:

1. From the **Mortgage Credit Main Menu** window, select the Project Analysis radio button and click on .
2. From the DAP Toolbar on the **Project Analysis** window, select the Reports icon () and the **Reports List** window displays.
3. Select the Mortgage Credit report you want to preview.
4. Select the preview radio button from the *Options* on the **Reports List** window.
5. Click on , and the selected report displays.
6. Click on , and you return to the **Reports List** window.

To print a report from the Reports List:

1. From the **Mortgage Credit Main Menu** window, select the Project Analysis radio button and click on .
2. From the DAP Toolbar on the **Project Analysis** window, select the Reports icon () and the **Reports List** window displays.
3. Select the Mortgage Credit report you want to print.
4. Select the print radio button from the *Options* on the **Reports List** window.
5. Click on , and the selected report is sent to your default printer.
6. Click on , and you return to the **Project Analysis** window.

To print a report from within the preview mode:

1. From the **Mortgage Credit Main Menu** window, select the Project Analysis radio button and click on .
2. From the DAP Toolbar on the **Project Analysis** window, select the Reports icon () and the **Reports List** window displays.
3. Select the Mortgage Credit report you want to print.
4. Select the preview radio button from the *Options* on the **Reports List** window.
5. Click on , and the selected report displays.
6. Click on , and the report is sent to your default printer.
7. Click on , and you return to the **Reports List** window.

NOTES: